Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

National Division Protective Policing Manual - Part II Chapter 2, VIP Security

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1. General

1.1. The protection of members of the House of Commons and Senate while outside the buildings, the protection of the grounds and exterior of the Parliament Building and the protection of the general public on Parliament Hill is the responsibility of PHSU from 07:00 until 19:00 and of the Executive/ Diplomatic Protection Section (EDPS) from 19:00 until 07:00.

1.2. Parliament Hill properly is bounded by Wellington Street, the Rideau Canal, the Ottawa River and Bank Street.

2. Access to Parliament Hill

2.1. Pedestrians

2.1.1. Parliament Hill is a public place, therefore, access cannot be denied unless operational requirements dictate otherwise.

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2.2. Members of the House of Commons and Senators

2.2.1. Members of the Senate and the House of Commons are NOT to be denied access to their offices.

2.3. Vehicular Traffic

2.3.1. Restrictions to vehicular traffic may be applied during special events.

2.4. Restrictions to Normal Access

2.4.1. Member

2.4.1.1. Inform the Office of the Sergeant-at-Arms and the Gentleman Usher of the Black Rod, through the House of Commons and the Senate Security Unit whenever a gate or roadway is closed and which is accessible to parliamentarians.

2.4.1.2. Do not restrict the movements of parliamentarians unless you consider that their safety could be in jeopardy.

3. Traffic Enforcement

3.1. House of Commons Protective Staff, under the control of the Sergeant-at-Arms (Telephone: 992-1205) is responsible for enforcement of parking regulations under the Government Property Traffic Regulations (GPTR) in all designated parking areas for House of Commons staff and Members of Parliament.

3.2. Senate Protective Staff, under the control of the Chief Senate Protective Staff (Telephone 992-2265) is responsible for enforcement of all parking regulations under GPTR for designated Senate parking spaces

4. Traffic Violations

4.1. Member

4.1.1. When you come across a traffic violation, contact National Division Traffic Unit during office hours (6:30 to 21:00 hours, Monday to Friday). After these hours, record the pertinent information and issue the ticket, when practical, through National Division traffic Unit.

4.1.2. If a vehicle has to be towed for reason, request National Division Traffic Unit to attend. They are responsible for requesting a tow truck.

5. General Parking

5.1. Members of the Senate, Privy Council and Parliament have parking privileges on Parliament Hill.

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6. Police Car Parking

6.1. General

6.1.1. Members are authorized to park a marked vehicle on the south side in front of the West Block and other police cars on Diefenbaker Circle.

6.1.2. Drivers of unmarked police vehicles and guests on official business are permitted to park on Diefenbaker Circle. Members must place a card, marked RCMP against the windshield. Guests must place a card marked with their name and RCMP against the windshield.

7. Tours

7.1. The National Capital Commission (NCC) staff is responsible for administering and operating the tour bus parking.

7.2. Tour bus passengers must disembark and load on the south side of the lower drive.

8. Demonstrations/Parades/Ceremonies

8.1. General

8.1.1. The Committee for the Use of Parliament Hill has an office under the Secretary of State, 15 Eddy Street, Hull, PQ (Terrasses de la Chaudière), Telephone: 994-1616. The OIC Protective Operations is a member of this Committee.

8.1.2. A permit for use of Parliament Hill for all gatherings must be obtained through Suzanne Drapeau (953-4733).

8.2. Member on Duty/Demonstration Team

8.2.1. Whenever a gathering takes place on Parliament Hill, immediately advise the NCO IC, the NCO IC Demo Team and the OIC EDPS.

9. Unscheduled Demonstrations

9.1. Member

9.1.1. Report immediately, to the supervisor, all unscheduled demonstrations, regardless of the number of participants.

9.2. Supervisor

9.2.1. Immediately advise the NCO IC and the OCC.

9.3. NCO IC

9.3.1. Report the event, if necessary, to the Demo Team.

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9.3.2. If crowd control becomes or is likely to become difficult, request the assistance of the Demo Team and E/DPS Mobile.

10. Change of the Guard

10.1. General

10.1.1. This half hour (10:00 to 10:30) military ceremony takes place every year in July and August on the East Lawn in front of the Centre Block.

11. Musical Ride

11.1. General

11.1.1. Members who have taken the Equitation Course may be assigned mounted duty on Parliament Hill. One or two members may appear daily from July until Labour Day (10:30 to 15:00 hours). temporary stable is usually erected by DPW, east of the West Block, near the Information Tent.

12. Red Serge Duty

12.1. General

12.1.1. A member of Parliament Hill Security Unit is assigned red serge detail on Parliament Hill. He/she appears daily from July to Labour Day, between 11:00 and 15:00 hours depending on the availability of manpower.

13. Public Relations and News Media

13.1. Member

13.1.1. A member may make statements to the the news media about routine events or occurrences.

13.1.2. All other requests for information of a police nature are to be directed to the NCO IC, the OIC EDPS or our Media Relations Officer at 993-8887.

14. Carrying of Firearm

14.1. General

14.1.1. No member shall carry a firearm inside buildings where House of Commons Security or Senate Security have primary jurisdiction unless assistance is requested or in a fresh pursuit, then the member must carry a firearm.

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15. Bomb Threat

15.1. General

15.1.1. House of Commons and Senate Staff will advise the RCMP of a bomb threat. When the threat has been confirmed they will request that the Explosives Detection Unit (EDU) be contacted and will advise of any other RCMP assistance required. They do not call EDU or NSIU directly. The Duty NCO simply informs the RCMP of any new development during an incident by using the "Hot-Line". The RCMP will then contact any specialized unit required.

15.1.2. The Explosives Disposal Unit (EDU) will respond to any call from the Protective Service. EDU technicians are responsible for neutralizing suspect packages or improvised explosive devices. Estimated response time for EDU is approximately one hour.

15.1.3. The National Security Investigations Unit (NSIU) will also respond to any incident on the Hill in which the RCMP becomes involved. This Unit conducts investigations into politically motivated criminal acts. The estimated response time for NSIU is approximately one hour.

15.2. Member

15.2.1. Upon notification of a bomb threat or discovery of a suspicious package, item etc.:

15.2.1.1. ensure that everyone is removed from imminent danger or possible life threatening situation and establish a safe perimeter;

15.2.1.2. advise XJD-31 of the situation and contact the Supervisor, NCO IC, Watch Commander and the House of Commons and Senate Operations Centre.

15.2.2. If you find the package or are closest to the bomb location immediately establish a safe perimeter and ensure that individuals or traffic do not enter the area.

15.2.2.1. Note: Members of the House of Commons and Senate security will decide if evacuation of the building is necessary.

15.2.3. Document, in you notebook, the date and time of the incident and action taken.

15.3. Supervisor

15.3.1. Ensure that sufficient personnel is dispatched to assist in securing a large perimeter and in any other actions required by the situation.

15.4. NCO IC/Watch Commander

15.4.1. Report to the Joint Field Command Centre and use radio frequency L3 while in Parliament Hill Building.

15.4.2. Ensure that the OIC is apprised of the situation and that appropriate briefings are submitted for transmittal to the appropriate level (Branch Officer, CO, Commissioner) as per current operational policy.

15.4.3. Ensure that there is appropriate liaison with the Ottawa Carleton Regional Police Service.

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15.4.4. Ensure that all members document in their notebooks the time and date of the incident and the actions taken during the incident and that appropriate reports are prepared in accordance with policy.

15.4.5. Advise the Ops. Centre of the arrival time of the Explosives Disposal Unit and/or the National Security Investigations Unit.

References

- App. II-2-1 Mobile Patrol
- App. II-2-2 Peace Tower Post
- App. II-2-3 Top Drive Post
- App. II-2-4 Lower Drive Post

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